



*Interagency  
Committee for*  
**OUTDOOR  
RECREATION**

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# Programs Overview

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**1**

August 7, 2001

***IAC's  
Mission***



*...Is to foster the protection and enhancement of Washington's natural and outdoor recreation resources for current and future generations. We do this through funding technical assistance, research and policy development, coordination, advocacy, and encouraging long-term stewardship. Our service reflects a commitment to public participation, openness, fairness, and efficiency.*

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Water access sites, natural areas, and critical habitats may be acquired through IAC's Washington Wildlife & Recreation Program. [Photo Caption]

## SECTION 1 — INTRODUCTION

**Agency Overview** This manual provides an overview of the programs of the Interagency Committee for Outdoor Recreation (IAC). Established by a citizen initiative in 1964, IAC has helped finance nearly 3,000 recreation and conservation projects throughout the state.

For over 30 years, IAC has helped improve the quality of life by investing public funds in parks, trails, and water access. In recent years, the legislature has added new programs for the protection of wildlife habitat and natural areas.

While IAC is perhaps best known for providing funding assistance, it also provides technical assistance, coordination, and advocacy on outdoor recreation and natural resource issues. In addition, IAC develops several statewide plans, including the:

- *Boating Facilities Plan*
- *Nonhighway & Off-Road Vehicle Activities Plan*
- *Outdoor Recreation & Habitat Assessment & Policy Plan*
- *State Trails Plan.*

**Board & Staff** IAC's governing board has five citizen volunteers appointed by the Governor and three state agency heads: the Commissioner of Public Lands and the Directors of the Department of Fish & Wildlife and the State Parks and Recreation Commission. This combination brings together a rich diversity of experience and viewpoints that helps ensure that the limited funds are used to meet only the most important recreation and habitat needs. The board usually meets four times a year. All meetings are open to the public.

"IAC" also refers to the small Executive branch state agency that serves the board. The 20-person staff is composed of project managers, planners and general service managers. Under the guidance of a Director appointed by the Governor, these specialists implement the policies and programs established by the board, Legislature, and the Governor's Office.

**Advisory Committees** To provide guidance in each of its grant programs, IAC coordinates several volunteer advisory committees. These committees assist with:

- Development of program goals and objectives
- Program rules and policies
- Development and implementation of relevant state plans
- Project funding recommendations
- Other pertinent issues.

For the most part, members are appointed by IAC's Director. The committees are:

- Boating Facilities Advisory Committee.

- Community Outdoor Athletic Fields Advisory Council (COAFAC), with 8 members appointed by legislative leadership and IAC, and a chair appointed by the Governor
- Firearms Range Advisory Committee (FRAC)
- National Recreational Trails Program Advisory Committee
- Nonhighway and Off-Road Vehicle (NOVA) Advisory Committee
- Planning Advisory Committee
- State Trails Advisory Committee (STAC).



IAC-administered programs provide opportunities for fishers and boaters.

*[Photo Caption]*

## SECTION 2 — GRANT PROGRAMS SUMMARY [AS OF 4/99]

**Introduction** This section provides an overview of current IAC grant programs. Refer to the appropriate program manual (page 13) for more detailed information.

**Boating  
Facilities  
Program  
(BFP)**

***Purpose.*** The purpose of this program is to acquire and develop motorized boating facilities, including launching ramps, transient moorage, and support facilities on fresh and saltwater.

***Eligible Grant Recipients.***

- Municipal subdivisions (cities, towns, counties, and port, park and recreation, and school districts)
- Tribal governments
- State agencies.

Local and tribal government grant recipients must provide at least 33 percent matching funds in either cash or in-kind contributions.

***Eligible Projects.*** Proposals may include planning grants, land acquisition, development, and renovation projects and include launch ramps, transient moorage, and upland support facilities.

***Grant Evaluation Process.*** Applications are evaluated in a competitive process by a team of boating representatives. Local agency projects are evaluated and funded annually.

***Revenue Source.*** Funding originates from a portion of the motor vehicle gasoline tax paid by boaters but not refunded as allowed by law. Funds are divided equally between state and local agencies.

**Firearms &  
Archery  
Range  
Recreation  
Program  
(FARR)**

***Purpose.*** The purpose of this program is to acquire and develop public and private nonprofit firearm range and archery training and practice facilities.

***Eligible Grant Recipients.***

- Municipal subdivisions (cities, towns, counties, and port, park and recreation, and school districts)
- Qualified nonprofit organizations (sport and gun clubs)
- State agencies.

To qualify for funding, ranges must be open on a regular basis to law enforcement personnel, hunter safety education classes, and the general public. Grant recipients must provide matching funds in either cash or in-kind contributions.

***Eligible Projects.*** Proposals may include acquisition, development and renovation projects, capital equipment purchase, safety or environmental improvements, noise abatement, and liability protection. Priority is given to noise abatement and safety improvement projects.

***Grant Evaluation Process.*** Applications are evaluated in odd-numbered years in a competitive process by a team which includes law enforcement, firearms, and archery representatives.

***Revenue Source.*** Funding originates from \$3 of each concealed pistol license fee.

National  
Recreational  
Trails Program  
(NRTP)

***Purpose.*** The dual purposes of this program are:

- To maintain and rehabilitate recreational trails and trail-related projects that provide a “*backcountry experience*” and
- To operate educational programs that promote safety and environmental protection.

***Eligible Grant Recipients.***

- Qualified nonprofit organizations
- Municipal subdivisions (cities, towns, counties, and port, park and recreation, and school districts)
- State agencies
- Federal agencies (such as the Forest Service, Park Service, and Fish and Wildlife Service).

***Eligible Projects.*** Proposals may include maintenance and rehabilitation of recreational trails (including snow grooming) and related facilities and operation of environmental education and safety education programs (printing, video production, etc.).

***Grant Evaluation Process.*** Grant applications are evaluated in a competitive process by a team which includes government representatives and recreational motorized and non-motorized trail users.

***Revenue Source.*** Funding originates from federal gasoline taxes attributed to recreation on non-gasoline tax supported roads. The funding IAC receives for this program is administered by the U.S. Department of Transportation through the Federal Highway Administration.



**Nonhighway &  
Off-Road  
Vehicle  
Activities  
Program  
(NOVA)**

**Purpose.** The purpose of this program is to acquire, develop and manage recreation opportunities for users of off-road vehicles (ORVs), hikers, equestrians, bicyclists, and other users of nonhighway roads (that is, roads not supported by state fuel taxes).

**Eligible Grant Recipients.**

- Qualified nonprofit off-road vehicle (ORV) organizations (for projects or activities that benefit ORV recreation on lands once publicly owned that come into private ownership in a federally approved land exchange completed between January 1, 1998 and January 1, 2005).
- Municipal subdivisions (cities, towns, counties, and port, park and recreation, and school districts)
- State agencies
- Tribal governments
- Federal agencies (Forest Service, Park Service).

**Eligible Projects.** Proposals may include planning, acquisition, development, maintenance, management, and ORV education and enforcement.

**Grant Evaluation Process.** Funding is divided among four categories by formulas established in chapter 46.09 RCW: *education and enforcement, maintenance and operation, nonhighway roads, and ORVs*. Applications are evaluated in a competitive process by a team of ORV, hiking, equestrian, and bicycling representatives. This process takes place annually, *except* for education/enforcement and maintenance/ operation projects, which are evaluated in odd-numbered years.

**Revenue Source.** Funding originates from a portion of the motor vehicle gasoline tax paid by users of ORVs and nonhighway roads and a small amount from ORV permits.

**Washington  
Wildlife &  
Recreation  
Program  
(WWRP)**

**Purpose.** The purpose of this program is to acquire and/or develop sites in seven categories:

- |                             |                 |                          |
|-----------------------------|-----------------|--------------------------|
| ▸ Local Parks               | ▸ State Parks   | ▸ Trails                 |
| ▸ Water Access              | ▸ Natural Areas | ▸ Urban Wildlife Habitat |
| ▸ Critical Wildlife Habitat |                 |                          |

**Eligible Grant Recipients.**

- Municipal subdivisions (cities, towns, counties, and port, park and recreation, and school districts)
- State agencies
- Tribal governments.

Local and tribal government grant recipients must provide at least 50 percent matching funds in either cash or in-kind contributions.

**Eligible Projects.** Depending on the category, projects may involve acquisition of land or facilities, or the development of new facilities. “Local

parks” are typically oriented toward upland and water outdoor recreation facilities for active and passive recreation (athletic fields, neighborhood parks, regional parks, etc.). “Water access” projects must offer the public views and direct access to water bodies, including beaches, shoreline trails, picnic locations, and the like. “Trails” can range from long-distance, cross-state rail-trail conversions to small paths connecting neighborhoods or to other trail systems. “State Parks” projects help acquire additional lands and inholdings, and develop facilities such as day-use shelters and campsites. The three categories directed at habitat and conservation emphasize protection of ecological features and wildlife as diverse as pond turtles to peregrine falcons. Refer to the program’s Manual for detailed information about project eligibility.

***Grant Evaluation Process.*** Applications are evaluated within the seven categories noted above. This process is conducted in even-numbered years, *except* for Local Parks category land acquisitions which are accepted each year, in a competitive process by teams with expertise specific to those categories. IAC submits prioritized lists of projects to the Governor and legislature for final approval.

***Revenue Source.*** Funding originates from general obligation bonds and other appropriations.

**WWRP-  
Riparian  
Habitat  
Program  
(WWRP-RHP)**

***Purpose.*** Within WWRP, this pilot program provides matching grants that protect, restore, and enhance riparian habitat on privately owned land. This program’s focus is to use less than fee simple acquisition methods to protect riparian habitat.

***Eligible Grant Recipients.***

- Cities
- Counties
- Conservation Districts
- Nature conservancy organizations
- Qualified nonprofit land trusts.

***Eligible Projects.*** Projects must have a useful life of at least 30 years and include a less-than-fee-simple acquisition. They may also include habitat restoration or enhancement (fencing, revegetation, etc.). In addition, projects must help implement a watershed plan under RCW 89.08.460(1), chapter 400-12 WAC, or RCW 90.82.040.

***Grant Evaluation Process.*** The first, and to this date only, evaluation of projects in this program was conducted in January 1998 by a team with expertise specific to riparian habitat issues. This program was implemented for the 97-99 biennium and it is unknown whether it will be funded in the future.

***Revenue Source.*** Funding originates from a one-time appropriation of \$4 million from the “unallocated” portion of the Habitat Conservation Account of the Washington Wildlife & Recreation Program.

**Youth Athletic  
Facilities**

***Purpose.*** The purpose of this program is to provide funding for new, improved, and better maintained competitive athletic facilities serving youth

Account  
Program  
(YAF)

and communities.

***Eligible Grant Recipients.***

- Cities
- Counties
- Qualified non-profit organizations.

***Eligible Projects.*** Proposals may include development of new facilities, renovation, and maintenance of existing facilities that support youth and community sports and athletics.

***Grant Evaluation Process.*** Seven scoring juries, distributed geographically around the state, with expertise in community and youth athletics evaluate projects in a competitive process. Using written materials provided by applicants, these teams evaluate projects in three categories: “New Facilities,” “Improving or Renovating Existing Facilities,” and “Maintenance of Existing Facilities.”

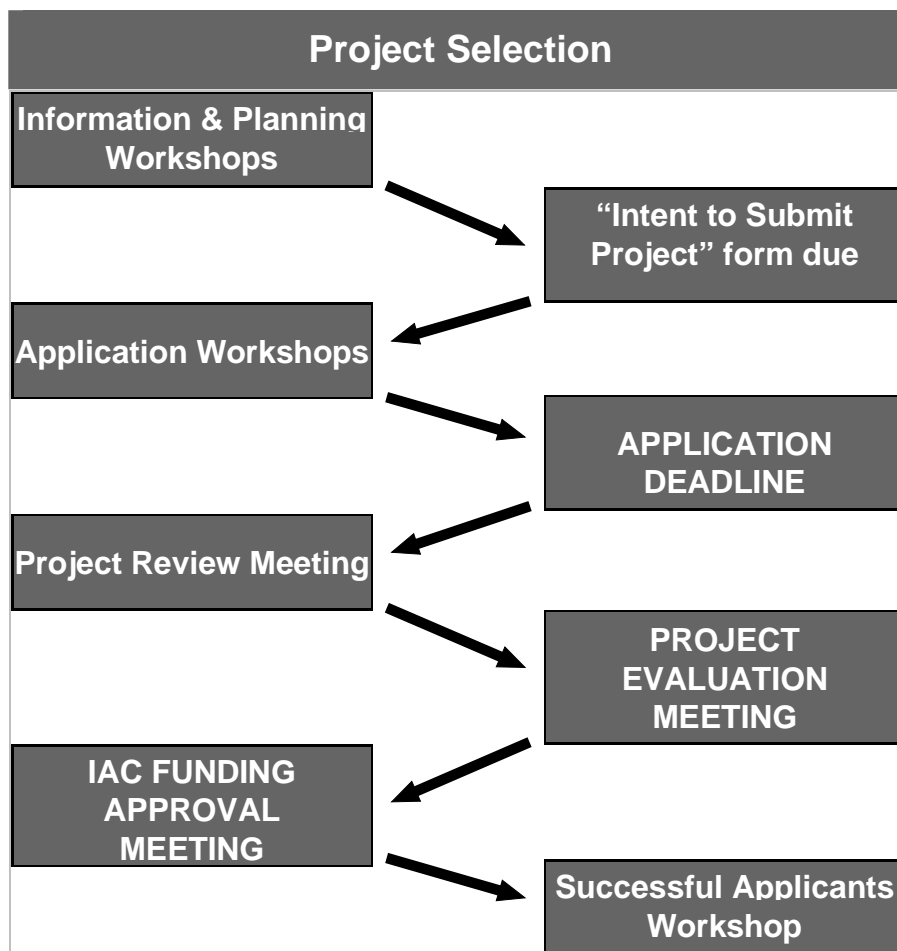
***Revenue Source.*** Funding originated from a donation by the (Seahawks) stadium/exhibition center team affiliate under Referendum 48 (1997). Additional revenue is anticipated from the proceeds of lottery ticket and state bond sales tied to the construction of the stadium.



Neighborhood parks, play apparatus, and happy children are all part of IAC grant programs.  
[Photo caption]

## SECTION 3 — PROJECT SELECTION PROCESS

**Key Events** The following table describes the key events in a typical funding cycle. While the order of the steps in this process remain consistent each grant cycle, the dates change. For this reason, and since other important deadlines exist, *please obtain the full program schedule, revised before each grant cycle.*



**Workshops** IAC normally offers two workshop series, normally during the first quarter of each year. When available, both series are repeated around the state. The first covers general program and eligibility information while the second provides detailed information on application procedures.

**Intent to Submit Project Form Due** This form contains information that briefly describes the project, estimates costs, and tells IAC how to contact the applicant.

**Application** Applications received after the deadline are returned unless previous

<b>Material Deadline</b> <i>[Mandatory]</i>	arrangements have been approved by IAC's Director. Applicants have the option of applying via a traditional paper system or on-line, using a computer, modem, and special software provided by IAC.
<b>Project Review Meeting</b>	While not conducted for all IAC grant programs, this meeting gives applicants a chance to consider suggestions that may improve their proposal. Held before project evaluations, applicants will hear comments on both the strengths and weaknesses of their proposals. Then, they can consult with IAC staff to determine what, if any, changes may be desirable to improve the project or presentation.
<b>Project Evaluation</b> <i>[Mandatory]</i>	Applicants present their projects to the evaluation team for scoring. Depending on the program, the presentation is either in written or oral form. The resultant ranked list of projects is the foundation for IAC staff's funding recommendations to the board. Evaluation instruments are contained in each program manual.
<b>IAC Approves Funding</b>	IAC makes funding decisions in an open meeting where public testimony is encouraged. At this meeting, IAC staff summarizes projects and makes a funding recommendation. Applicants are encouraged, but not required, to attend.
<b>Successful Applicants' Workshop</b>	This orientation, normally conducted a few weeks after the funding meeting, is for applicants that have been awarded grants. It covers such information as basic responsibilities, fiscal requirements, and Project Agreements.



Four youngsters enjoy a pool built with assistance from a WWRP–Local Parks grant. *[Photo caption]*

## SECTION 4 — POLICIES OVERVIEW

- Introduction** This section summarizes many of the policies that are basic to IAC's grant programs. Specific information is contained in the manuals listed on page 13. IAC provides all grants on a reimbursement basis. Most require sponsor matching resources.
- Planning Eligibility** In some of IAC's grant programs, a plan must be adopted by the applicant agency.<sup>1</sup> This requirement exists for several reasons, including to demonstrate that a suitable public involvement process was used to develop the grant proposal. Once IAC accepts a plan, the applicant becomes eligible to compete in the grants process. For more information, see IAC Manual 2, *Planning Policies*.
- Applications** Applicants for IAC administered funds must complete an approved application. We encourage you to submit as much of your application as possible on-line, using IAC's special PRISM software. You may also use the paper format provided, with instructions, in the *Application Blanks* booklets. Either way, be sure to contact IAC to ensure that you receive the proper application materials to match the grant program in which you wish to apply. From time to time, IAC updates its application format, depending on the program involved.
- Project Agreement** Successful applicants must sign IAC's Project Agreement, containing the terms and conditions of the grant, to become eligible sponsors. For more information, see Manual 7, *Funded Projects: Policies & The Project Agreement*.
- Conversions** IAC monitors all funded projects for compliance with the Project Agreement. For some types of non-compliance, IAC must declare a "conversion" and require the sponsor to compensate the program in certain ways. An example of non-compliance is a land acquisition project where the sponsor allows an ineligible facility, such as a community center, to be built. Depending on the program and circumstances, compensation for a conversion may require:
- Paying back the entire grant amount *or*
  - Replacing converted elements with similar land or facilities – the replaced elements must be of at least equal value, usefulness, and location.
- See more information on conversions in Manual 7, *Funded Projects*.

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<sup>1</sup> Plans are required in the following programs: Boating Facilities, Nonhighway and Off-Road Vehicles, and Washington Wildlife & Recreation.

<b>Limits of Fund Assistance</b>	IAC limits (caps) the amount that applicants may request in many of its programs. For example, there are limits on individual project reimbursements for certain land acquisitions, developments, architectural/engineering fees, etc. Individual program manuals provide further information when caps exist.
<b>Phased Projects</b>	<p>Sponsors may phase costly proposals into two or more "stand alone" projects. Phased projects are subject to the following:</p> <ul style="list-style-type: none"><li>▸ Approval of any single stage is limited to that stage; no endorsement or approval is given or implied toward future stages.</li><li>▸ Each stage must stand on its merits as a viable project.</li><li>▸ Each stage must be submitted as a separate application</li><li>▸ IAC considers progress on earlier stages when making decisions on current projects.</li></ul>
<b>Universal, Barrier-Free Access</b>	All facilities developed with IAC funds meet barrier-free standards. Several laws and codes provide construction designs that meet these standards (see the Americans With Disabilities Act, State Building Code: Accessibility, Rehabilitation Act of 1973, etc.). IAC funded facilities not covered by these laws and codes still must provide barrier-free access. That is, sponsors must, to the highest degree reasonable, make project elements accessible. Refer to IAC's "Universal, Barrier-Free Access" policy in Manual 4, <i>Development Projects: Policies</i> for more information.
<b>User Fees and Charges</b>	User or other fees may be charged for areas and facilities acquired and/or developed with IAC grants ( <i>except</i> that no facility fee shall be charged for firearm or hunter safety classes). See IAC Manuals 4 and 7, <i>Development Projects: Policies</i> and <i>Funded Projects: Policies &amp; The Project Agreement</i> for further information regarding fees and charges.
<b>Developments — Control and Tenure</b>	<p>Under most programs, an applicant must establish that it has adequate control over any land that it plans to develop with IAC grant funds. This control must include one of the following:</p> <ul style="list-style-type: none"><li>▸ Fee title      ▸ Lease      ▸ Easement.</li></ul>

For further information, see Manual 4, *Development Projects: Policies*.

## SECTION 5 — INFORMATION SOURCES

- Contacting IAC** IAC encourages anyone interested in its programs to contact its staff at:
- |  |        |                 |
|--|--------|-----------------|
| Natural Resources Building   | Phone  | (360) 902-3000  |
| 1111 Washington Street, Floor 2 East   | FAX    | (360) 902-3026  |
| P.O. Box 40917   | TDD    | (360) 902-1996  |
| Olympia, Washington 98504-0917   | E-mail | info@iac.wa.gov |
| Internet Web Page— <a href="http://www.wa.gov/iac">http://www.wa.gov/iac</a> |        |                 |
- Programs, Schedules** Each January, IAC publishes a brochure that outlines its grant programs. The brochure contains such basic information as available funding, grant limits, eligible sponsors, and important dates. Additionally, IAC publishes annual schedules for all of its grant programs. Each identifies important deadlines, meeting dates, and locations.
- Workshops** In workshops, each year IAC provides information about its funding programs. Typically, the workshops are scheduled in the winter and spring in several locations around the state.
- The first series of workshops provides general program information. The second series covers application requirements. The third series is an orientation for successful applicants and covers such information as basic responsibilities, fiscal requirements, and Project Agreements.
- Facility managers certify all IAC meeting sites as barrier free according to federal *Americans With Disabilities Act* or WAC 51.30.1100 standards. To request other disability accommodations, such as listening aids and/or alternative format handout material, contact us at least 14 days before the event.
- Related Publications** Depending on the type of project, and the stage in the grant cycle, program participants should be familiar with the following free policy and procedure manuals. IAC can make each available in an alternative format for persons with special needs.

Launch ramps and moorages are eligible for financial support in IAC's Boating Facilities Program.

[Photo caption]





IAC POLICY & PROCEDURE MANUALS		
Title	#	This Manual Describes...
<i>Planning Policies</i>	2	BFP, NOVA, and WWRP planning policies
<i>Guidelines for Land Acquisition</i>	3	Grant policies for acquiring land
<i>Development Projects: Policies</i>	4	Grant policies for developing recreational facilities
<i>Application Blanks</i>	5	Six application booklets, one per program, that explain how to apply for funds
<i>Funded Projects: Policies &amp; The Project Agreement</i>	7	Responsibilities after receiving a grant
<i>Reimbursements: IAC Grant Programs</i>	8	After a grant has been awarded, how to be reimbursed for expenses
<i>Boating Facilities Program: Policies &amp; Project Selection</i>	9	Policies that apply to BFP
<i>Washington Wildlife &amp; Recreation Program: Policies &amp; Project Selection</i>	10	Policies that apply to WWRP
<i>Firearms &amp; Archery Range Recreation Program: Policies &amp; Project Selection</i>	11	Policies that apply to the FARR Program
<i>NOVA Program: Nonhighway Road Projects</i>	12	Policies that apply to projects accessed via non-gas tax supported roads
<i>NOVA Program: E/E and M/O Projects</i>	13	Policies that apply to funding for education/ enforcement and maintenance /operation programs related to ORVs
<i>NOVA Program: Off-Road Vehicle Projects</i>	14	Policies that apply to funding for trail motorcycles, four-wheel drive & similar vehicles
<i>Guidelines for Use of Conservation Easements (RHP)</i>	15	Guidelines for using a conservation easement to acquire less-than-fee land interests. Also helpful to private land sellers/donors.
<i>National Recreational Trails Program : Policies &amp; Project Selection</i>	16	Policies that apply to NRTP
<i>Youth Athletic Facilities Account: 1999 Policies &amp; Project Selection</i>	17	Policies that apply to funding from the YAF Account Program

**Project Managers** All applicants have an IAC project manager to help with the grant process. As early in the funding cycle as possible, this manager will schedule a meeting with the applicant to review all information provided. Managers will often accompany applicants on a visit to each project site.



## COMMON ACRONYMS

The following listing contains common acronyms and abbreviations used in this and other IAC publications.

BFP	Boating Facilities Program; IAC's Motorized Boating Program
CTED	Department of Community, Trade, and Economic Development
E&E	Education and Enforcement; a sub-category of IAC's NOVA Program
FARR	Firearms and Archery Range Recreation Program; an IAC grant program
GMA	Growth Management Act
HCA	Habitat Conservation Account; a sub-category of IAC's WWRP
I-215	Initiative 215; IAC's Motorized Boating Program
IAC	Interagency Committee for Outdoor Recreation
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
LWCF	Land & Water Conservation Fund; an IAC grant program
M&O	Maintenance and Operation; may also refer to a sub-category of IAC's NOVA Program
NHR	Nonhighway Road; a sub-category of IAC's NOVA Program
NOVA	Nonhighway & Off-Road Vehicle Activities Program; an IAC grant program
NRTP	National Recreational Trails Program
ORV	Off-Road Vehicles; may also refer to a sub-category of IAC's NOVA program
PRISM	PRoject Information System; IAC's project management data base
RCW	Revised Code of Washington
STAC	State Trails Advisory Committee; an ad hoc group that last met to assist IAC in developing the 1991 <i>State Trails Plan</i>
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century
WAC	Washington Administrative Code; rules adopted by state agencies
WWRP	Washington Wildlife & Recreation Program; an IAC grant program
YAF	Youth Athletic Facilities Account Program

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